



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

M. J. AMIKE® FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 35

EFFECTIVE DATE: July 10, 2000; Revised March 10, 2003

SUBJECT: Flexible Maximum Hire Rate For POST Certified Police Jobs

AUTHORIZATION: Whitman J. Kling, Jr., Deputy Undersecretary

I. POLICY:

In accordance with authority granted by the Department of State Civil Service and effective November 3, 1999, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for POST Certified Police Jobs.

II. PURPOSE:

The purpose of this policy is to provide the Division with a tool that allows for flexibility in pay for recruitment and retention purposes.

III. APPLICABILITY:

This policy shall be applicable to all sections of the DOA, both ancillary sections and appropriated sections.

IV. PROCEDURE:

As of March 10, 2003, sections hiring employees in positions that are in the following job title must hire at the established Special Entrance Rate, which is attached, if the employee is POST certified:

- Police Officer--HANO/Capitol

Personnel Action Requests (PAR) requesting an appointment in this job title must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

As of March 10, 2003, employees who occupy positions in the job title affected by this Special Entrance Rate and whose pay is below the Special Entrance Rate, will be increased in pay up to the Special Entrance Rate.

V. QUESTIONS:

Any questions regarding this policy should be directed to the Office of Human Resources.

ADDENDUMA

Effective November 3, 1999, the Civil Service Commission approved a Flexible Maximum Hire Rate for POST Certified Police Jobs.

The following chart reflects:

1. The pay level of the jobs affected,
2. The 9/23/02 minimum of the pay grade of the job title affected,
3. The Flexible Maximum Hire Rate Authorized on November 3, 1999,
4. The actual hire rate that will be utilized by the Division of Administration when filling positions in this job title from March 10, 2003 forward.

TITLE	JOB CODE	PS LEVEL	BIWEEKLY MINIMUM	BIWEEKLY HIRE RATE 3/10/03
Police Officer – HANO/ Capitol	159290	106	\$755.20	\$836.31